

# ClarisWorks 2.1

## NEW FEATURES GUIDE

### FOR MACINTOSH

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*Contents*

<b>Welcome to ClarisWorks</b>	4
Enhancements to Existing Features	5
Moving the Insertion Point in the Data Entry Bar	5
Searching for Special Characters in Text	5
Searching for Empty Database Fields Database Fields	5
How to Use This Guide	5
What You Need to Get Started	6
 <b>Working with Mail</b>	7
About Sending Letters in ClarisWorks	8
Creating and Addressing a Letter	9
Sending a Letter	11
Saving a Letter	13
Deleting a Mailer	14
Reading a Letter	15



*Welcome*

## *Welcome to ClarisWorks*

Welcome to version 2.1 of the ClarisWorks® application from Claris Corporation. This release of ClarisWorks incorporates two important new features—built-in electronic mail and hyphenation—and some useful enhancements to features in version 2.0.

## Enhancements to Existing Features

This section briefly describes enhancements to features in previous versions of ClarisWorks. For more information about these features, see the ClarisWorks User's Guide or the onscreen help.

### Moving the Insertion Point in the Data Entry Bar

In a spreadsheet document or frame, you can now move the insertion point in the data entry bar by pressing the Left or Right Arrow keys. To move from the currently selected cell to an adjacent cell, hold down the Option

To find...	Press or type...	You see in the Find field...
Discretionary hyphen	Command-Hyphen	\-
Line break (soft return)	Command-Shift-Return	\n

### Searching for Empty Database Fields

In Find, you can now search for empty database fields by typing an equals sign (=) in the field you want searched. Press Return to begin the search.

## How to Use This Guide

This guide is a supplement to the *ClarisWorks User's Guide*. Once you have updated ClarisWorks, you can practice using the new features while you read about them in this guide.

If you're new to ClarisWorks, read the tutorial in *ClarisWorks Getting Started* before you read this guide, so you can learn about and practice using basic features. If you have used ClarisWorks before, continue reading this guide to learn how to use the new mail and hyphenation features.

## What You Need to Get Started

ClarisWorks uses PowerTalk as its mail delivery system. PowerTalk is system software from Apple Computer that supports collaborative services, including electronic mail. This guide covers only the PowerTalk features included in ClarisWorks. For more information, refer to the documentation that came with PowerTalk.

To install and use ClarisWorks with mail, you need:

- a Macintosh II or any later Macintosh model with at least 4 MB of memory, preferably 8 MB
- an internal or external hard disk drive
- one 800K floppy disk drive or one 1.4 MB SuperDrive
- Macintosh System 7 Pro (version 7.1.1) or a later version that includes PowerTalk system software

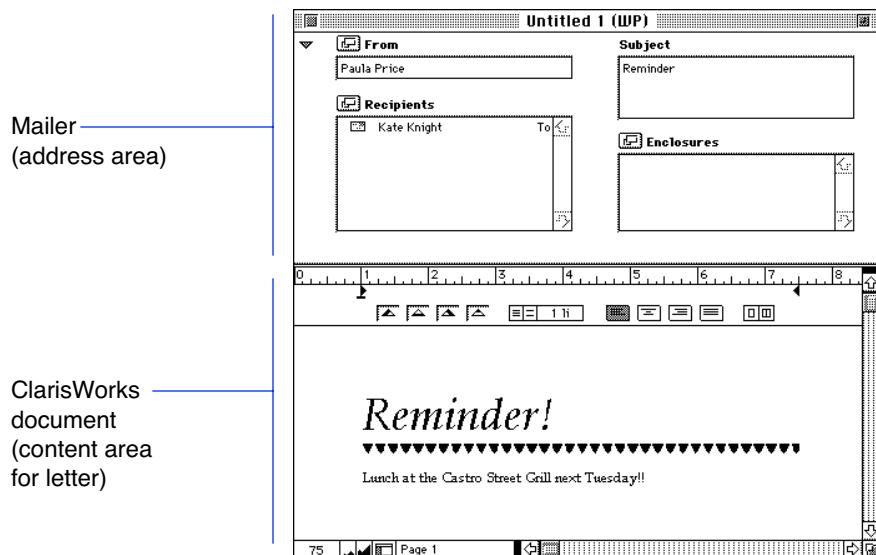
## *Working with Mail*

If you are currently using PowerTalk, you can now send mail directly from ClarisWorks using ClarisWorks commands. This chapter describes how to prepare and send ClarisWorks documents as *letters*, the PowerTalk term for an electronic mail message. It also describes how to forward and reply to letters received from other PowerTalk users.

- ◆ **Important** This chapter does not cover all the features of the PowerTalk system—you should already know how to use PowerTalk. For more information, see the documentation that came with your PowerTalk software.

## About Sending Letters in ClarisWorks

Using ClarisWorks mail commands, you can add a mailer to a ClarisWorks document and send the document to other PowerTalk users. The mailer is the address area and the document is the content area where



you type your letter. While writing your letter, you can use all the formatting and editing tools that ClarisWorks provides to create paragraph formats, check your spelling, and so forth.

You can add a mailer to a new or existing document. If you don't want to

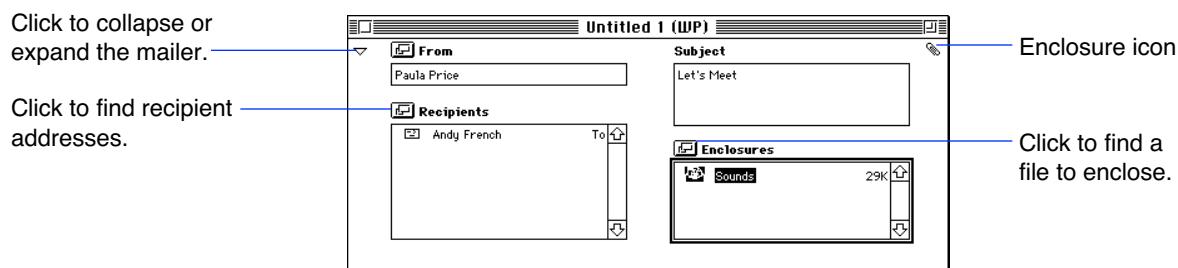
type a message in an existing document, you can type it in a new document and add the existing document as an enclosure.

Before sending your letter, you need to address it by filling in the mailer.

See the documentation that came with your PowerTalk software for detailed information on entering the sender and subject, choosing recipients, and adding enclosures.

## Creating and Addressing a Letter

You can mail any type of ClarisWorks document except a communications document. You can also include movies (created with Apple QuickTime software) in the letters you send.



**Add or Delete Mailer  
shortcut button**

To mail a document:

1. Open a ClarisWorks document or choose New from the File menu to create one.
2. If you opened a word processing document, type your message,

if any. In other document types, you can add a text frame to hold your message.

Add any graphics or movies that you want. To add a movie, see chapter 8 in the *ClarisWorks User's Guide*.

3. Choose Mail from the File menu and then choose Add Mailer.

ClarisWorks attaches a mail header to the top of your document. Your name appears in the From box.

◆ **Tip** You can also add or delete a mailer by clicking a shortcut button.

**Click this button To**

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Display addresses in your personal directory.



Display the PowerTalk addresses in your AppleTalk network. You can choose another catalog or AppleTalk zone from the pop-up menu in the Catalog Browser.



Find an address.



Type a name, a PowerTalk address, or an address from another mail system.

For more information on shortcuts, see chapter 8 in the *ClarisWorks User's Guide*.

4. In the Subject box, type a word or phrase to identify your letter.

A letter must have a subject.

5. Click the Recipients icon to display the address panel.

If you have not already entered your access code, a dialog box

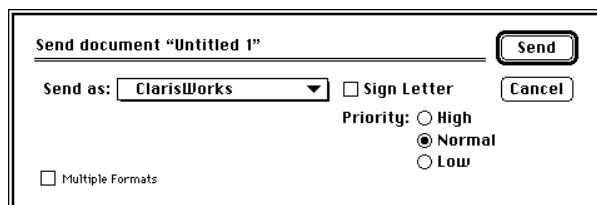
requesting your PowerTalk Key Chain Access Code appears.

Type your code and click OK. For instructions on setting up your access code, see the documentation that came with PowerTalk.

◆ **Tip** You can also add recipients by dragging information cards into the Recipients area of the mailer from an open catalog, your desktop, or a folder on your desktop. (For instructions on dragging and locating information cards, see your PowerTalk documentation.)

6. Click one of the buttons on this panel to find the mail address for each person or group receiving this letter.
7. When you find an address you want, select it and click either the To or CC button. (CC stands for carbon copy.)

To send a blind carbon copy, hold down the Option key and click the

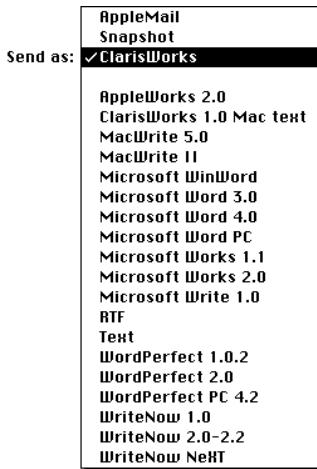


Send letter  
shortcut button

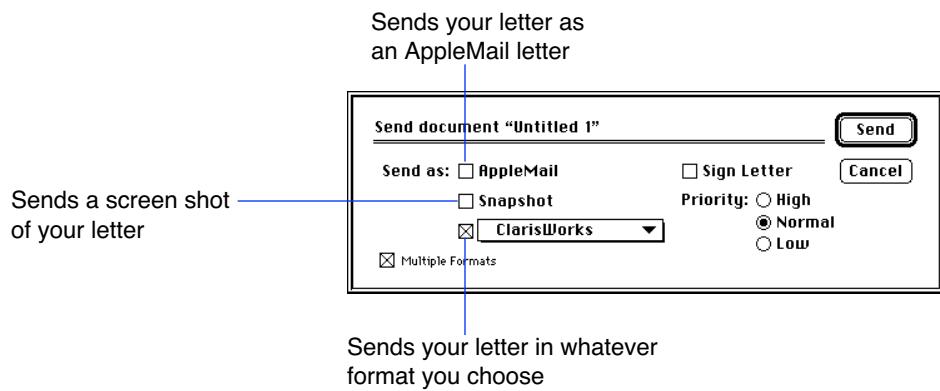
BCC button when it appears. Names of BCC recipients do not appear

in the distribution list of other recipients' letters.

8. To add an enclosure, drag a file or folder from your desktop into



the enclosure box or click the enclosure button to find a file or



folder to enclose.

You can enclose up to 50 items.

You are now ready to send your letter.

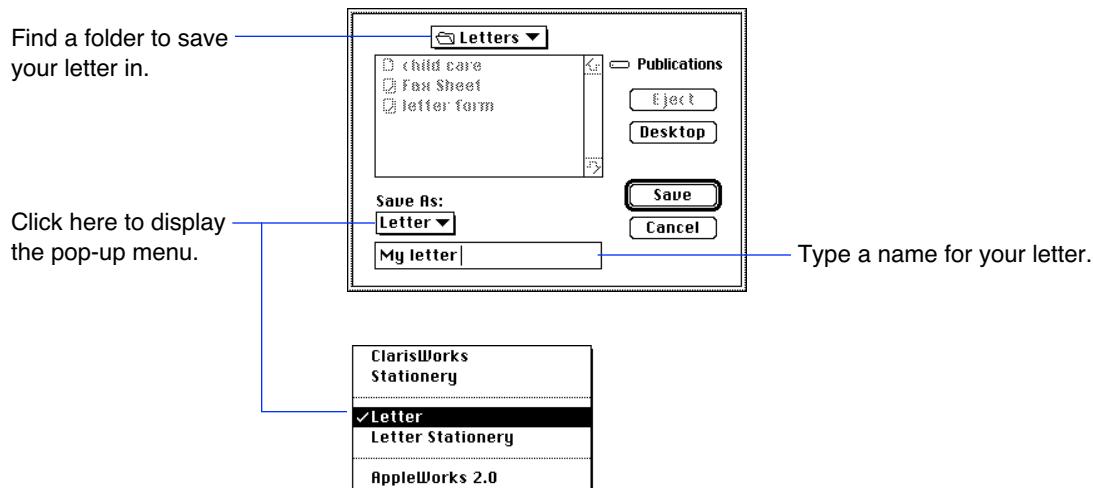
## Sending a Letter

Once you finish your letter, you can send it in one or more of the following formats:

- an AppleMail letter
- a snapshot (picture)
- either a ClarisWorks document or another file format, such as Microsoft Word or WordPerfect

Different formats are useful when the recipient of your letter doesn't have ClarisWorks. In addition to the different text formats, you can choose Snapshot format, which sends a picture of the part of your letter that's visible on the screen. Recipients can't edit or use the individual parts of the letter, such as text or movies, but they can copy or paste the entire letter. Choose this format to preserve the letter's page layout, to send your letter through a fax gateway, or to send it to a recipient who doesn't have ClarisWorks.

To send a letter:



1. When your letter is ready to send, choose Mail from the File menu and then choose Send.

You see the Send Document dialog box.

◆ **Tip** You can also send a letter by clicking a shortcut button.

2. Choose the format for your letter.

To send the letter in only one file format, choose a format from the "Send as" pop-up menu.

To send the letter in more than one format, click the Multiple Formats check box and select the formats you want to use.

3. Choose high or low priority, if desired.



The priority you select appears next to the letter in the recipient's In Tray. It indicates how important you think the letter is, but doesn't speed up or slow down the delivery time.

In Tray for Paula Price					
	Subject	Sender	Date Sent	Location	Priority
✓	Re: Here we go again!!	Jeff Stice	9/21/93, 8:08 PM	local	normal
✓	Here we go again!!	Kate Knight	9/21/93, 8:07 PM	local	high
✓	Have a Great Day!	Owen Weston	9/21/93, 7:08 PM	remote	normal
✓	Next Issue Deadline	Kate Knight	9/16/93, 11:01 PM	remote	normal

4. To add your digital signature to the letter, click the Sign Letter check box.

You need a Signer file to sign your letter. To get one, open the DigiSign Utility program in your PowerTalk Folder and fill out a Signer Request form. The form states the name and address of the company that issues authorized signatures. For more information, contact your system administrator or see the documentation that came with PowerTalk.



Reply and Forward  
shortcut buttons

5. Click Send.

PowerTalk sends your letter. A copy of it appears in your Out Tray.

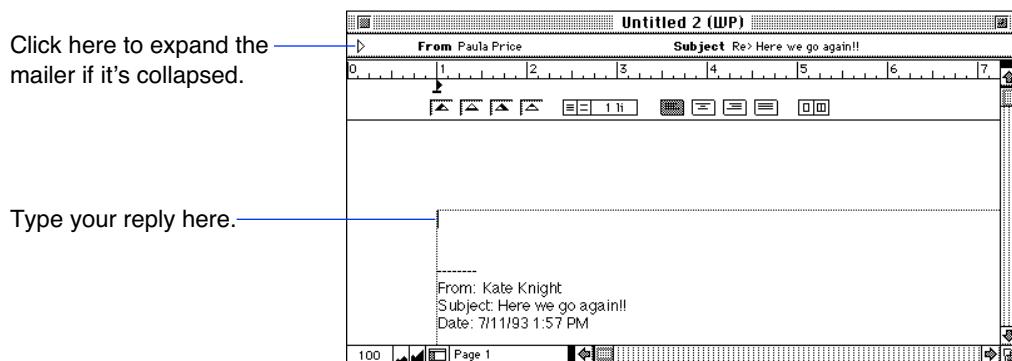
At this point, you can save your letter in a folder on your hard disk, or click the close box to discard the letter. Letters in your Out Tray are always saved on your hard disk.

## Saving a Letter

Once you add a mailer to a ClarisWorks document, you can save it at any time as either a letter or letter stationery. Saving as letter stationery creates a template of the document that you can reuse, like a blank form. For more information on stationery, see the *ClarisWorks User's Guide*.

To save a letter:

1. Choose Save from the File menu.



You see the Save dialog box.

2. Name your letter and choose Letter or Letter Stationery from the

Save As pop-up menu.

3. Click Save.

## Deleting a Mailer

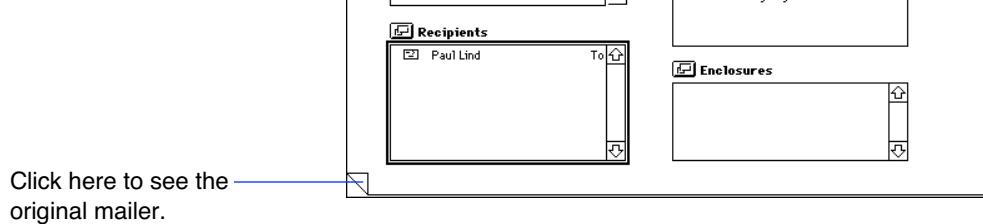
When you delete a mailer it is permanently removed and the document reverts to its original form—the type of document it was before a mailer was added.

To delete a mailer:

1. Open the letter from which you want to delete the mailer.
2. Choose Mail from the File menu and then choose Delete Mailer.

ClarisWorks deletes the mailer.

◆ **Tip** You can also delete a mailer by clicking the Add or Delete Mailer



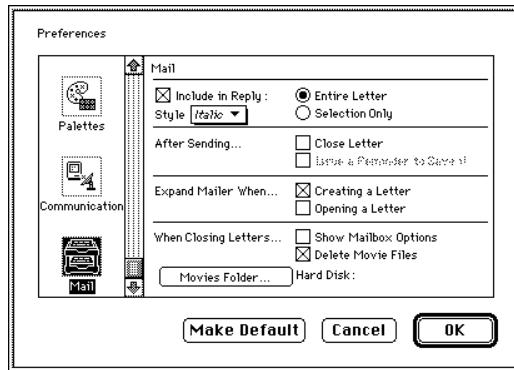
shortcut button shown on page 9.

## Reading a Letter

PowerTalk places incoming letters addressed to you in your In Tray. Based

on the mailbox preferences you set, PowerTalk notifies you of new mail by displaying an alert message, blinking the mailbox icon in the title bar, playing a sound, or any combination of the three. To read your mail, double-click your mailbox, enter your access code (if necessary), and then double-click the letter icon for the letter you want to read.

You can also read unread letters without opening your In-Tray by



choosing Mail from the File menu and then Open Next Letter.

Option	Description	Preset to
<b>Include in Reply:</b>	Entire Letter	On
	Selection Only	Off
	Style	Italic
<b>After Sending...</b>	Close Letter	Off
	Issue a Reminder to Save it	Off
<b>Expand Mailer When...</b>	Creating a Letter	On
	Opening a Letter	Off

<b>Option</b>	<b>Description</b>	<b>Preset to</b>
<b>When Closing Letters...</b>	Show Mailbox Options ClarisWorks displays two options related to closing a letter. You can add a tag to a letter before it closes or have the letter dragged to the trash. (Tags are labels that help you organize your mail. You can sort tagged letters into categories.)	Off
Delete Movie Files	Movies added to ClarisWorks letters are not in playable form. ClarisWorks converts a movie into a playable file each time you open the letter. If this option is on, ClarisWorks deletes the playable file when you close the letter. This way you don't create a duplicate file of the movie when you open the letter again.	On
<b>Movies Folder</b>	If you don't want to delete movie files when a letter is closed, click this button to designate a folder for storing all your playable movie files. The name of the folder you select appears to the right of the button.	Hard disk folder

## *Hyphenating Words*

ClarisWorks 2.1 supports text hyphenation in word processing documents, text frames, and database fields. Words are hyphenated according to commonly accepted rules, but you can create an exceptions list of words that you want to hyphenate differently.

To use hyphenation, you must install a hyphenation dictionary. ClarisWorks

## Installing a Hyphenation Dictionary

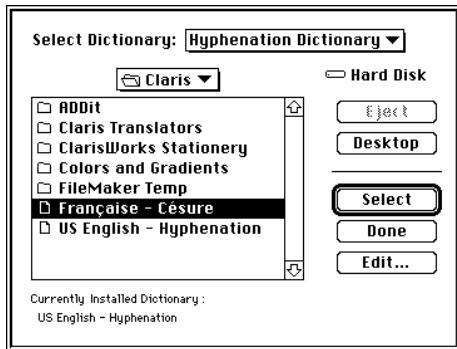
ClarisWorks requires a hyphenation dictionary to hyphenate a document.

When you install ClarisWorks, it installs the dictionary named US English - Hyphenation for you. If you want to use a different hyphenation dictionary you need to install it yourself. You can install and use just one hyphenation dictionary file at a time.

To install a hyphenation dictionary:

1. Choose Writing Tools from the Edit menu and then choose Install Dictionaries.

You see a dialog box showing the contents of the Claris folder.



2. Choose Hyphenation Dictionary from the Select Dictionary pop-up menu.

You see a list of hyphenation dictionaries stored in the Claris folder.

If the dictionary you want to install is in a different folder, locate that folder first.

3. Select a dictionary from the filenames displayed and click Select.

ClarisWorks installs the hyphenation dictionary you selected. You are now ready to hyphenate a document.

## Using Automatic Hyphenation

With a hyphenation dictionary installed, you are ready to hyphenate a document. You can hyphenate a word processing document, a database document, or text frames in any document.

ClarisWorks hyphenates words with six or more letters. It hyphenates no less than two letters at the beginning of a word or three letters at the end of a word. For example, the word “along” would not be hyphenated because the first syllable is only one letter, “a.”



Auto Hyphenate  
shortcut button

◆ **Note** Automatic hyphenation applies to the entire document rather than individual parts of a document.

To hyphenate a document automatically:

1. Open a new or existing ClarisWorks document.

Press	To	For this effect
Hyphen key	Regular hyphen	A hyphen appears in the word regardless of where the word is in the line.
Command-Hyphen	Discretionary hyphen	No hyphen appears until the word does not fit at the end of a line. Letters after the hyphen move to the next line.

2. Choose Writing Tools from the Edit menu and then choose Auto Hyphenate.

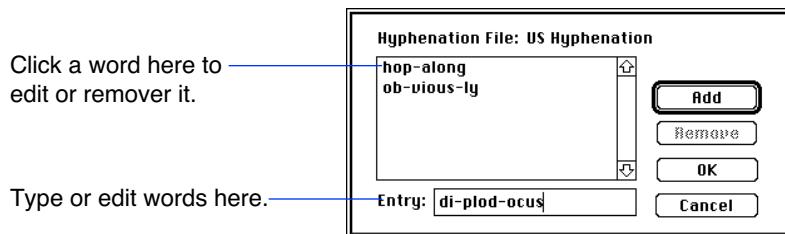
ClarisWorks immediately hyphenates all the text in the document.

Automatic hyphenation stays in effect until you choose Auto Hyphenate again.

- ◆ **Tip** You can also hyphenate a document by clicking a shortcut button.

## Hyphenating Individual Words

In addition to having ClarisWorks hyphenate your document, you can



To	Do this
Add a word	Type the word in the entry box, putting hyphens where you want them. Click Add.
Edit a word	Select the word and edit it in the Entry box. Click Add or Replace.
Remove a word	Select the word and then click Remove.
Prevent a word from being hyphenated	In the Entry box, type the word without hyphens and click Add. (If the word is already in the exceptions list, select it, remove the hyphens in the Entry box, and click Add.)

add hyphens to individual words. Automatic hyphenation does not affect the hyphens you type. When hyphenating words by hand, you can use two types of hyphens: regular or discretionary.

## **Adding to and Editing Your Hyphenation File**

If you don't like the way certain words are hyphenated, you can change the hyphenation by adding the words to your hyphenation file. The words you add must have at least five letters.

To add words to or edit the hyphenation file:

1. Choose Writing Tools from the Edit menu and then choose Install Dictionaries.

You see the Install Dictionaries dialog box.
2. Choose Hyphenation Dictionary from the Select Dictionary pop-up menu.
3. Click the Edit button.